



Policy: 1119
Procedure: 1119.02
Chapter: Structure and Authority
Rule: Confidentiality for Employees

Effective: 04/18/06
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall maintain the confidentiality of all information regarding its current and/or former employees, interns, and volunteers.

Rules:

1. Upon becoming an employee of ADJC, the **EMPLOYEE, INTERN, CONTRACT, OR VOLUNTEER** shall sign a Confidentiality Agreement Form 1119A, in which the employee agrees to keep confidential information regarding:
 - a. Juveniles;
 - b. Employees;
 - c. Internal written/oral communications, reports, etc. not officially released by the Department pursuant to Public Information Officer and Media Authorization Procedure 1301.06.
2. The **HUMAN RESOURCES ADMINISTRATOR AND/OR DESIGNEES** shall maintain the confidentiality of all information regarding employees:
 - a. Contained in the employee's personnel file;
 - b. Obtained during the initial hiring process;
 - c. Learned during any confidential discussions regarding the employee.
3. **EMPLOYEES** shall not discuss confidential personnel information in a loud voice, across halls, or from office to office, ensuring that a discussion of confidential information is not overheard.
4. **EMPLOYEES** in possession of confidential information regarding an employee shall not divulge that information unless it is in the course of an official investigation by authorized Inspections and Investigations Division personnel.
5. **EMPLOYEES** shall:
 - a. Review and/or reproduce employee personnel files only in accordance with Procedure 2002.01 Review or Reproduction of Employee Personnel Files;
 - b. Have access to references and verification of employment in accordance with Procedure 2002.02 References and Verification of Employment.
6. In accordance with Procedure 2205.06 Use of Email and Instant Messaging, **ADJC PERSONNEL** shall have no right to privacy in their email.
7. In accordance with Procedure 2205.07 Use of Intranet and Internet, **ADJC PERSONNEL** shall have no right to privacy in their history of use of the Intranet/Internet.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
04/28/2006	Louis A. Goodman		